

OFFICE OF ADMINISTRATION

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	FY 2011 REQUEST	GOVERNOR RECOMMENDS FY 2011
Commissioner's Office	\$ 1,402,338	\$ 1,322,777	\$ 1,922,777	\$ 1,915,177
Division of Accounting	2,304,675	2,243,050	2,243,050	2,217,184
Division of Budget and Planning	1,659,223	1,848,215	2,293,333	2,802,111
Information Technology Services Division	140,231,457	173,875,903	173,582,401	170,863,685
Division of Personnel	2,477,218	2,486,403	2,486,403	2,482,860
Division of Purchasing and Materials Management	3,286,405	3,676,059	3,676,059	3,669,195
Division of Facilities Management, Design and Construction	0	25,000	25,000	25,000
Division of General Services	21,242,345	10,800,059	7,686,059	7,670,159
Assigned Programs	5,336,014	6,339,210	6,379,107	6,326,656
Debt and Related Obligations	94,884,380	94,501,053	87,449,722	87,434,722
Administrative Disbursements	39,658,368	8,495,006	8,508,006	8,498,006
DEPARTMENTAL TOTAL	\$ 312,482,423	\$ 305,612,735 *	\$ 296,251,917	\$ 293,904,755
General Revenue Fund	187,345,669	163,643,426	155,985,168	157,213,787
Federal Funds	65,776,479	79,738,092	76,385,931	72,810,150
Other Funds	59,360,275	62,231,217	63,880,818	63,880,818

Total Full-time Equivalent Employees	1,972.86	2,033.32	2,041.82	2,234.32
General Revenue Fund	787.55	771.79	775.29	766.29
Federal Funds	300.03	343.72	343.72	342.22
Other Funds	885.28	917.81	922.81	1,125.81

* Does not include \$25,000 recommended in the Fiscal Year 2010 Supplemental Appropriations. See the supplemental section of the Missouri Budget for details regarding the Office of Administration supplemental appropriations.

DEPARTMENT SUMMARY

During these challenging economic times the Office of Administration's role in assisting other agencies is even more critical. By focusing on initiatives to improve efficiency and reduce costs across all departments, the Office of Administration helps ensure a balanced budget is achieved, while maintaining critical services.

Governor Nixon's Fiscal Year 2011 budget provides \$293.9 million for the Office of Administration. The Office of Administration provides services for all state agencies and serves as the state's administrative office. The core functions provided by the Office of Administration include:

- Administering budget and accounting activities for the state.
- Administering the human resources system.
- Coordinating data processing and telecommunications for state agencies.
- Providing and maintaining office and other space for governmental operations.
- Procuring supplies, equipment, and services for state agencies.
- Managing the state transportation fleet.

**OFFICE OF ADMINISTRATION
COMMISSIONER'S OFFICE**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Commissioner's Office	\$ 1,071,009	\$ 946,525	\$ 943,594
Office of Supplier and Workforce Diversity	298,208	342,090	939,300
Martin Luther King Jr Commission	33,121	34,161	32,282
Federal Grants	0	1	1
TOTAL	\$ 1,402,338	\$ 1,322,777	\$ 1,915,177
PERSONAL SERVICE			
General Revenue Fund	1,174,354	1,140,188	1,140,188
EXPENSE AND EQUIPMENT			
General Revenue Fund	227,984	182,588	774,988
Federal Funds	0	1	1
TOTAL			
General Revenue Fund	1,402,338	1,322,776	1,915,176
Federal Funds	0	1	1
Total Full-time Equivalent Employees	21.76	19.50	19.50
General Revenue Fund	21.76	19.50	19.50

The Commissioner directs the one agency that provides central services and support to all other agencies of state government. These services include accounting, budget and planning, information technology services, asset management, personnel, purchasing and materials management, and general services.

Fiscal Year 2011 Governor's Recommendations

- \$600,000 for a disparity study.
- (\$7,600) core reduction from the Fiscal Year 2010 appropriation level.

**OFFICE OF ADMINISTRATION
DIVISION OF ACCOUNTING**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Accounting TOTAL	\$ 2,304,675	\$ 2,243,050	\$ 2,217,184
PERSONAL SERVICE	2,173,646	2,102,126	2,083,349
EXPENSE AND EQUIPMENT	130,940	140,924	133,835
PROGRAM SPECIFIC DISTRIBUTION	89	0	0
TOTAL			
General Revenue Fund	2,304,675	2,243,050	2,217,184
Total Full-time Equivalent Employees	55.32	50.00	50.00
General Revenue Fund	55.32	50.00	50.00

The Division of Accounting maintains all financial records for state appropriations and funds, processes payments, controls production of warrants, and distributes checks. The division also issues warrants to the State Treasurer for expenditures; maintains computerized accounting, payroll, and check writing systems; and administers the Social Security Act for the state and political subdivisions. The division also provides financial data to executive and legislative officials.

Fiscal Year 2011 Governor's Recommendations

- (\$25,866) core reduction from the Fiscal Year 2010 appropriation level.

**OFFICE OF ADMINISTRATION
DIVISION OF BUDGET AND PLANNING**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Budget and Planning	\$ 1,644,223	\$ 1,665,562	\$ 1,648,079
Census 2010 Preparations	0	182,653	626,032
Tax Expenditure Budget	15,000	0	0
American Recovery and Reinvestment Act (ARRA) Audit	0	0	528,000
TOTAL	\$ 1,659,223	\$ 1,848,215	\$ 2,802,111
PERSONAL SERVICE			
General Revenue Fund	1,568,793	1,576,123	1,790,243
Federal Funds	0	30,396	0
EXPENSE AND EQUIPMENT			
General Revenue Fund	90,430	89,439	483,868
Federal Funds	0	152,257	528,000
TOTAL			
General Revenue Fund	1,659,223	1,665,562	2,274,111
Federal Funds	0	182,653	528,000
Total Full-time Equivalent Employees	27.84	26.50	30.00
General Revenue Fund	27.84	26.00	30.00
Federal Funds	0.00	0.50	0.00

The Division of Budget and Planning analyzes state government programs and provides recommendations and information to the Governor, General Assembly, and state agencies regarding fiscal and other policies. The division prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analysis. To assist in state government management, the division controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The division prepares population estimates and projections required by state and local agencies and is Missouri's liaison to the United States Bureau of the Census.

Fiscal Year 2011 Governor's Recommendations

- \$626,032 and four staff for reapportionment and census activities.
- \$528,000 Federal Budget Stabilization Fund for contracted auditors for ARRA funds.
- (\$130,521) Federal Budget Stabilization Fund reduction for one-time expenditures.
- (\$69,615) and (.5) staff core reduction from the Fiscal Year 2010 appropriation level, including (\$17,483) general revenue.

**OFFICE OF ADMINISTRATION
INFORMATION TECHNOLOGY SERVICES DIVISION**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Information Technology Services Division			
TOTAL	\$ 140,231,457	\$ 173,875,903	\$ 170,863,685
PERSONAL SERVICE			
General Revenue Fund	25,626,207	25,254,706	25,136,041
Federal Funds	11,497,114	13,801,549	13,836,627
Other Funds	6,856,110	8,668,374	8,720,992
EXPENSE AND EQUIPMENT			
General Revenue Fund	31,128,898	19,808,247	21,973,196
Federal Funds	43,662,634	58,925,143	54,782,425
Other Funds	20,797,002	47,154,748	46,151,268
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	0	9,386	9,386
Federal Funds	612,705	245,100	245,100
Other Funds	50,787	8,650	8,650
TOTAL			
General Revenue Fund	56,755,105	45,072,339	47,118,623
Federal Funds	55,772,453	72,971,792	68,864,152
Other Funds	27,703,899	55,831,772	54,880,910
Total Full-time Equivalent Employees	1,092.09	1,165.85	1,155.85
General Revenue Fund	529.91	523.14	513.14
Federal Funds	298.49	340.90	340.90
Other Funds	263.69	301.81	301.81

The Information Technology Services Division (ITSD) provides mainframe computer processing services to all state agencies through the consolidated State Data Center. The division manages the state's telecommunication services, as well as internet services, information technology education services, and network support.

Fiscal Year 2011 Governor's Recommendations

- \$2,989,135 to replace federal budget stabilization funds.
- \$1,430 Missouri Wine and Grape Fund transferred from the Department of Agriculture.
- (\$4,942,851) and (ten) staff core reduction from the Fiscal Year 2010 appropriation level, including (\$942,851) general revenue.
- (\$1,059,932) federal and other funds reduction for one-time expenditures.

**OFFICE OF ADMINISTRATION
DIVISION OF PERSONNEL**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Personnel			
TOTAL	\$ 2,477,218	\$ 2,486,403	\$ 2,482,860
PERSONAL SERVICE	2,394,330	2,403,038	2,403,038
EXPENSE AND EQUIPMENT	82,888	83,365	79,822
TOTAL			
General Revenue Fund	2,477,218	2,486,403	2,482,860
Total Full-time Equivalent Employees	60.68	59.47	59.47
General Revenue Fund	59.10	57.47	57.47
Other Funds	1.58	2.00	2.00

The Division of Personnel provides central services to all executive branch departments in compliance with the State Personnel Law and the principles of sound human resource management. Responsibilities include operations of the Missouri Merit System, position classification and compensation management, supervisory and management training, coordination of labor relations, and providing management expertise and other services to assist agencies.

The Personnel Advisory Board sets rules and regulations for the Merit System, approves classifications and pay plans, conducts appeal hearings for applicants and employees, and advises the Division of Personnel and the Governor on human resource administration.

Fiscal Year 2011 Governor's Recommendations

- (\$3,543) core reduction from the Fiscal Year 2010 appropriation level.

**OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Purchasing and Materials Management	\$ 1,632,027	\$ 1,750,394	\$ 1,743,530
Surplus Property	853,767	1,194,055	1,148,071
Fixed Price Vehicle Program	599,578	600,000	600,000
Surplus Property Recycling	41,834	41,610	87,594
Surplus Property Sale Proceed	159,199	90,000	90,000
TOTAL	\$ 3,286,405	\$ 3,676,059	\$ 3,669,195
PERSONAL SERVICE			
General Revenue Fund	1,556,130	1,586,591	1,628,344
Federal Funds	0	41,753	0
Other Funds	632,450	792,055	792,055
EXPENSE AND EQUIPMENT			
General Revenue Fund	75,897	112,154	115,186
Federal Funds	0	9,896	0
Other Funds	911,780	1,090,410	1,088,610
PROGRAM SPECIFIC DISTRIBUTION			
Other Funds	110,148	43,200	45,000
TOTAL			
General Revenue Fund	1,632,027	1,698,745	1,743,530
Federal Funds	0	51,649	0
Other Funds	1,654,378	1,925,665	1,925,665
Total Full-time Equivalent Employees	53.71	55.00	55.00
General Revenue Fund	33.75	33.00	34.00
Federal Funds	0.00	1.00	0.00
Other Funds	19.96	21.00	21.00

The Division of Purchasing and Materials Management centralizes procurement to save money by purchasing supplies, materials, and services in larger quantities and encourages competitive bidding and awards on all contracts. All of state government is served except certain universities, Missouri Department of Transportation, Judiciary, Lottery, and the General Assembly. It encourages the participation of suppliers, including small disadvantaged businesses, in the competitive bid process and ensures compliance with Chapter 34, RSMo. The division also coordinates recycling collection efforts of state agencies and administers the Recycling Products Preference Program. The materials management section recycles property among agencies and sells surplus state equipment through negotiated, sealed bids, and auction sales. Surplus property sales receipts are used to pay the expenses of surplus property sales with the remaining receipts distributed to the appropriate state funds from which the equipment was purchased. This section also administers the Federal Surplus Property Program that distributes donated new and used federal surplus property to eligible entities which include all state agencies, political subdivisions, not-for-profit health and education entities, and service agencies that meet the federal program guidelines.

Fiscal Year 2011 Governor's Recommendations

- \$50,857 and one staff to replace federal budget stabilization funds.
- (\$57,721) and (one) staff core reduction from the Fiscal Year 2010 appropriation level, including (\$6,072) general revenue.

**OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Second State Capitol Commission			
TOTAL	\$ 0	\$ 25,000	\$ 25,000
EXPENSE AND EQUIPMENT			
Second Capitol Commission Fund	0	25,000	25,000
Total Full-time Equivalent Employees	515.04	497.00	697.00
Other Funds	515.04	497.00	697.00

The Division of Facilities Management, Design and Construction (FMDC) provides professional asset management services to assist state entities in meeting their facility needs for the benefit of the public. These services include: Real Estate Services, Portfolio Management, Facility Management, Project Management, Construction Management, Contract Management, Facility Condition Assessment, Space Management, Space Standards, Statewide Master Plan, and Energy Management. The mission of the division is to provide a superior workplace environment for state occupants and their visitors, and protect the state's investments in property assets. While appropriation authority for the division will appear in the Office of Administration appropriation bill, the funds for purposes of the Executive Budget appear in the Statewide Real Estate appropriations bill. FMDC's costs are: \$27,037,940 for personal service for 697 FTE and \$68,731,154 for expense and equipment.

Fiscal Year 2011 Governor's Recommendations

- 195 staff State Facility Maintenance and Operation Fund transferred from the Department of Mental Health and the Department of Elementary and Secondary Education for additional maintenance consolidation.
- Five staff State Facility Maintenance and Operation Fund for construction management in sourcing, which will be less expensive than previous contracted staff.

**OFFICE OF ADMINISTRATION
DIVISION OF GENERAL SERVICES**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
General Services	\$ 997,329	\$ 953,624	\$ 937,724
Fleet Vehicle Replacement	1,129,080	3,114,000	0
Legal Expense Fund	19,115,936	6,732,435	6,732,435
TOTAL	\$ 21,242,345	\$ 10,800,059	\$ 7,670,159
PERSONAL SERVICE			
General Revenue Fund	827,595	859,990	849,240
EXPENSE AND EQUIPMENT			
General Revenue Fund	169,734	93,634	88,484
Federal Funds	0	3,114,000	0
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	19,826,590	6,000,000	6,000,000
Other Funds	418,426	732,435	732,435
TOTAL			
General Revenue Fund	20,823,919	6,953,624	6,937,724
Federal Funds	0	3,114,000	0
Other Funds	418,426	732,435	732,435
Total Full-time Equivalent Employees	87.47	98.50	106.00
General Revenue Fund	20.18	21.50	21.00
Other Funds	67.29	77.00	85.00

The Division of General Services provides agencies with a variety of support services including: printing, fleet management, vehicle maintenance, mail services, administration of the Missouri State Employees Charitable Campaign, the Legal Expense Fund, and the state employee Workers' Compensation Program. The Division of General Services also supplies staff to administer the Missouri Public Entity Risk Management Fund, a liability and property insurance pool for Missouri public entities. The Department of Social Services mail operations is being consolidated within the Division of General Services in Fiscal Year 2011.

Fiscal Year 2011 Governor's Recommendations

- Eight staff Office of Administration Revolving Administrative Trust Fund for the Department of Social Services mail consolidation.
- (\$3,114,000) Federal Budget Stabilization Fund reduction for one-time expenditures.
- (\$15,900) and (.5) staff core reduction from the Fiscal Year 2010 appropriation level.

**OFFICE OF ADMINISTRATION
ASSIGNED PROGRAMS**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Administrative Hearing Commission	\$ 813,642	\$ 928,661	\$ 923,271
Office of Child Advocate	237,948	300,648	295,179
Children's Trust Fund	3,015,581	3,716,339	3,716,339
Governor's Council on Disability	198,783	197,723	196,028
Missouri Ethics Commission	1,070,060	1,195,839	1,195,839
TOTAL	\$ 5,336,014	\$ 6,339,210	\$ 6,326,656
PERSONAL SERVICE			
General Revenue Fund	1,814,192	2,027,392	2,028,855
Federal Funds	84,919	71,114	71,114
Other Funds	202,751	211,199	211,199
EXPENSE AND EQUIPMENT			
General Revenue Fund	402,940	457,182	443,165
Federal Funds	18,113	66,883	66,883
Other Funds	65,974	144,140	144,140
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	269	300	300
Other Funds	2,746,856	3,361,000	3,361,000
TOTAL			
General Revenue Fund	2,217,401	2,484,874	2,472,320
Federal Funds	103,032	137,997	137,997
Other Funds	3,015,581	3,716,339	3,716,339
Total Full-time Equivalent Employees	57.40	61.50	61.50
General Revenue Fund	38.14	41.18	41.18
Federal Funds	1.54	1.32	1.32
Other Funds	17.72	19.00	19.00

ADMINISTRATIVE HEARING COMMISSION

The Administrative Hearing Commission conducts evidentiary hearings and makes findings of fact and conclusions of law relating to contested cases between private parties and state agencies. The Commission's jurisdiction includes appeals involving professional licensing matters, tax decisions by the Director of Revenue, MO HealthNet provider certifications and claims, assessments by the Missouri Ethics Commission, and certain actions by the Highways and Transportation Commission relating to railroads and motor carriers.

Fiscal Year 2011 Governor's Recommendations

- (\$5,390) core reduction from the Fiscal Year 2010 appropriation level.

OFFICE OF CHILD ADVOCATE

The Office of Child Advocate operates as an independent agency under the Governor's Office within the Office of Administration. The ombudsman provides families and citizens with an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services Children's Division.

There are three main duties of the advocate's office: 1) provide education to Missouri citizens regarding the child welfare process, including investigation, case management, and the court system; 2) receive and investigate complaints from citizens regarding the child welfare system; and 3) make recommendations on improving the system.

Fiscal Year 2011 Governor's Recommendations

- (\$5,469) core reduction from the Fiscal Year 2010 appropriation level.

OFFICE OF ADMINISTRATION ASSIGNED PROGRAMS

CHILDREN'S TRUST FUND

The Children's Trust Fund facilitates and funds the development of community-based prevention programs to strengthen families, prevent child abuse and neglect, and provide public education about the problem of child abuse and its prevention. Activities of the Children's Trust Fund are divided into two broad areas: public education and program development and funding. Each includes an array of programs to meet the goals of the board.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

GOVERNOR'S COUNCIL ON DISABILITY

The Governor's Council on Disability promotes full participation of the nearly one million Missourians with disabilities in all aspects of community life by educating employers, employees, local and state governments, persons with disabilities, and other interested parties of their rights and responsibilities under the Americans with Disabilities Act, Missouri Human Rights Act, and other disability rights laws.

Fiscal Year 2011 Governor's Recommendations

- (\$1,695) core reduction from the Fiscal Year 2010 appropriation level.

MISSOURI PUBLIC ENTITY RISK MANAGEMENT PROGRAM

The Missouri Public Entity Risk Management Program (MOPERM) provides a shared risk pool for local governmental agencies to have affordable insurance coverage. MOPERM provides entities with both liability and property coverage. The Office of Administration provides staff for this program, but is reimbursed for all expenses incurred on behalf of MOPERM.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

MISSOURI ETHICS COMMISSION

The Missouri Ethics Commission is charged with successfully fulfilling the duties and responsibilities described in Chapters 105 and 130, RSMo. These duties and responsibilities include, but are not limited to, the administration of the following: campaign finance disclosure, report review and audit, lobbyist registration, lobbyist report review and audit, personal financial disclosure statement, opinion writing in response to formal requests, investigation of conflict of interest allegations, audit and investigation of complaints, and investigation of alleged code of conduct violations.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

**OFFICE OF ADMINISTRATION
DEBT AND RELATED OBLIGATIONS**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Board of Public Buildings Debt Service	\$ 61,794,931	\$ 61,332,480	\$ 51,682,561
Lease/Purchase Debt Service	13,180,863	13,177,613	15,783,579
Board of Unemployment Fund Financing Debt Service	0	1	0
Board of Unemployment Fund Financing Arbitrage/Fees Expenses	0	2	0
State Property Preservation Transfer	0	1	1
MOHEFA	2,893,956	2,890,955	2,883,580
Debt management	14,630	100,000	85,000
New Jobs Training Certificate	0	1	1
Convention and Sports Complexes	17,000,000	17,000,000	17,000,000
TOTAL	\$ 94,884,380	\$ 94,501,053	\$ 87,434,722
EXPENSE AND EQUIPMENT			
General Revenue Fund	14,630	105,922	90,922
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	94,869,750	94,395,128	84,743,334
Other Funds	0	3	2,600,466
TOTAL			
General Revenue Fund	94,884,380	94,501,050	84,834,256
Other Funds	0	3	2,600,466
Total Full-time Equivalent Employees	0.00	0.00	0.00

BOARD OF PUBLIC BUILDINGS DEBT SERVICE

This appropriation is for payment of principal, interest, and reserve requirements on outstanding bonds.

Fiscal Year 2011 Governor's Recommendations

- (\$9,649,919) core reduction from the Fiscal Year 2010 appropriation level.

LEASE/PURCHASE DEBT SERVICE

This appropriation is for the payment of principal and interest on outstanding financings.

Fiscal Year 2011 Governor's Recommendations

- \$2,600,466 State Facility and Maintenance Operation Fund for the payment of annual debt service related to Leasehold Revenue Bonds Series 2005 and Series 2006.
- \$5,500 for an increase in debt service payment.

BOARD OF UNEMPLOYMENT FUND FINANCING

The Board of Unemployment Fund Financing is authorized to sell up to \$450 million of credit instruments or enter into financial agreements to provide funds for payments of employment benefits to maintain an adequate fund balance in the Employment Compensation Fund.

Fiscal Year 2011 Governor's Recommendations

- (\$3) other funds core reduction to eliminate this appropriation. There are no outstanding bonds and no plans to issue new ones.

**OFFICE OF ADMINISTRATION
DEBT AND RELATED OBLIGATIONS**

MISSOURI HEALTH AND EDUCATIONAL FACILITIES AUTHORITY DEBT SERVICE

The Missouri Health and Educational Facilities Authority (MoHEFA) has issued \$39,999,569 in Series A 1989 Missouri College Savings Bonds to fund building projects at the University of Missouri. In November 2001, \$35 million in bonds were issued for the University of Missouri-Columbia Arena Project.

Fiscal Year 2011 Governor's Recommendations

- (\$7,375) core reduction from the Fiscal Year 2010 appropriation level.

DEBT MANAGEMENT

This appropriation is for professional assistance with managing the state's \$2.2 billion outstanding debt so that the Office of Administration can monitor the debt and act quickly to take advantage of savings opportunities.

Fiscal Year 2011 Governor's Recommendations

- (\$15,000) core reduction from the Fiscal Year 2010 appropriation level.

NEW JOBS TRAINING CERTIFICATES

Sections 178.892 to 178.896, RSMo, established the New Jobs Training Program. Businesses establishing new jobs in the state can enter into an agreement with a community college district to provide training for new employees. The training is funded from the proceeds of new jobs training certificates issued by community college districts. The debt service on the certificates is payable from the employees' Missouri income tax withholding credits. If the business would sharply decrease or eliminate its operations, funds may not be available to meet debt service costs.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

CONVENTION AND SPORTS COMPLEX PROJECTS

Sections 67.641 and 67.653 RSMo authorize annual appropriations of state matching funds for convention and sports complex capital projects in certain cities and counties. Ongoing projects include: Jackson County Sports Complex Stadium, \$3,000,000; Bartle Hall, \$2,000,000; and Edward Jones Dome, \$12,000,000.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

**OFFICE OF ADMINISTRATION
ADMINISTRATIVE DISBURSEMENTS**

FINANCIAL SUMMARY

	FY 2009 EXPENDITURE	FY 2010 APPROPRIATION	GOVERNOR RECOMMENDS FY 2011
Cash Management Improvement Act	\$ 1,603,972	\$ 2,000,000	\$ 2,000,000
Audit Recovery Distribution	0	1	1
Budget Reserve Interest	1,050,777	3,000,001	3,000,001
Budget Reserve Required Transfer	12,281,365	2	2
Other Fund Corrections	14,443,185	2	2
Flood Control Lands Grant	1,420,526	865,000	865,000
National Forest Reserve Grant	8,441,991	2,415,000	2,415,000
County Prosecution Reimbursements	14,200	15,000	15,000
Regional Planning Commissions	291,000	200,000	190,000
Elected Officials Transition	111,352	0	13,000
TOTAL	\$ 39,658,368	\$ 8,495,006	\$ 8,498,006
PERSONAL SERVICE			
General Revenue Fund	81,993	0	5,000
EXPENSE AND EQUIPMENT			
General Revenue Fund	1,633,331	2,000,001	2,008,001
PROGRAM SPECIFIC DISTRIBUTION			
General Revenue Fund	1,474,059	3,215,002	3,205,002
Federal Funds	9,900,994	3,280,000	3,280,000
Other Funds	26,567,991	3	3
TOTAL			
General Revenue Fund	3,189,383	5,215,003	5,218,003
Federal Funds	9,900,994	3,280,000	3,280,000
Other Funds	26,567,991	3	3
Total Full-time Equivalent Employees	1.55	0.00	0.00
General Revenue Fund	1.55	0.00	0.00

Acting as the central financial agency for the state, the Office of Administration makes numerous disbursements each year.

CASH MANAGEMENT IMPROVEMENT ACT

The federal Cash Management Improvement Act of 1990 and 1992 requires that the state pay interest on certain federal grant monies while deposited in the State Treasury. Interest is calculated and paid at the daily equivalent of the annualized 13-week average Treasury Bill Rate.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

AUDIT RECOVERY DISTRIBUTION

This is a mechanism to allow the distribution of a percentage of monies recovered by the state to the audit firm that recovers the money.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

OFFICE OF ADMINISTRATION ADMINISTRATIVE DISBURSEMENTS

BUDGET RESERVE INTEREST

In the event that the General Revenue Fund borrows money from the Budget Reserve Fund or other funds, general revenue must repay the loan with interest. This mechanism will allow that to happen.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

BUDGET RESERVE REQUIRED TRANSFER

Article IV, Section 27(a), requires a transfer from either general revenue or the Budget Reserve Fund, depending on the balance left in the Budget Reserve Fund at the close of a fiscal year.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

OTHER FUND CORRECTIONS

A transfer section is needed as a mechanism by which corrections can be made when money is erroneously deposited into the wrong fund.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

FLOOD CONTROL LANDS GRANT

The Flood Control Lands Grant is a "pass-through" of funds that represents 75 percent of the monies from leases of the land owned by the United States under the Flood Control Act. Sections 12.080 and 12.090, RSMo, prescribe that the funds be used for the benefit of public schools and public roads of the county in which the government land is situated. These funds may also be used for any expenses of the county government, including public obligations of levee and drainage districts for flood control and drainage improvements.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

NATIONAL FOREST RESERVE GRANT

The National Forest Reserve Grant is a pass-through of funds received from the federal government. Sections 12.070 and 12.090, RSMo, provide for 25 percent of all the money received by the National Forest Reserve by the state to be expended for the benefit of public schools and public roads of the county in which the forest reserve is located. Of the total received, 75 percent will be spent for public schools and 25 percent for public roads.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

**OFFICE OF ADMINISTRATION
ADMINISTRATIVE DISBURSEMENTS**

COUNTY PROSECUTION REIMBURSEMENTS

The state may provide reimbursement to counties for expenses incurred in the prosecution of crimes within correctional institutions and expenses of trials of capital cases in limited circumstances.

Fiscal Year 2011 Governor's Recommendations

Continue funding at the current level.

REGIONAL PLANNING COMMISSIONS

State financial aid enables local governments, through regional planning commissions, to initiate programs and services identified as important by member governments. State funds are matched by local funds.

Fiscal Year 2011 Governor's Recommendations

- (\$10,000) core reduction from the Fiscal Year 2010 appropriation level.

ELECTED OFFICIALS TRANSITION

The state provides operating costs for the transition into office of newly elected officials, including the Governor, Lieutenant Governor, Secretary of State, Auditor, Treasurer, and Attorney General.

Fiscal Year 2011 Governor's Recommendations

- \$13,000 for transition expenses for the State Auditor.